

Valerie L. Henderson

(b) (6)

Education

(b) (6)

Professional Experience:

GS 12 – 1102 (Contract Specialist) (40 Hours per Week), Contracting Division, Fort Worth District, U.S. Army Corps of Engineers, December 2014 – Present

(b) (6)

Perform various contracting duties to support the U.S. Army Corps of Engineers Military Operations in Texas. Primary duties include:

- Issue Architect-Engineer (A-E) Indefinite Delivery Contracts (IDCs) for Military, Civil Works and Construction Phase Services Projects
- Prepare solicitations for A-E projects and Award
- Organize Pre-Selection and Selection boards for project actions

GS11 – GS12 - 1102 (Contract Specialist) (40 Hours per Week), Contracting Division, Fort Worth District, U.S. Army Corps of Engineers, September 2012 – December 2014

(b) (6)

Perform various contracting duties to support the U.S. Army Corps of Engineers Military Operations in Texas. Primary duties include:

- Prepare RFP letters and issue contracts/task orders
- Prepare solicitations for Construction projects and Award
- Issue Basic Multiple Award Task Order Contracts (MATOCs) for Military Construction Projects between \$9.9 million to \$63 million; Basic IDIQs and Architect-Engineer (A-E) IDCs
- Issue task orders against Multiple Award Task Order Contracts (MATOCs) for various requirements
- Facilitate negotiations between customers and contractors
- Organize source selection committees for project actions
- Manage multiple projects while ensuring deadlines are met

GS07 – GS11 - 1102 (Contract Specialist Intern) (40 Hours per Week), Contracting Division, Fort Worth District, U.S. Army Corps of Engineers, September 2009 – September 2012

(b) (6)

Perform various contracting duties to support the US Army Corps of Engineers Lakes and Project Offices in Texas. Primary duties include:

- Prepare RFP letters and issue task orders for firm fixed price contracts
- Prepare solicitations for Construction 8(a) Sole Source Contracts and Award
- Issue Indefinite Delivery/Indefinite Quantity (IDIQ) type contracts for Operations Department
- Prepare small purchase orders for award
- Issue multiple Hotel Agreement Contracts
- Conduct market research by way of the Dynamic Small Business Search website, as well as alternate means of seeking competition
- Prepare DD2579's and SBA Offering Letters for 8(a) Sole Source Actions
- Document and apply regulatory requirements for each action assigned
- Complete functions of contract administration
- Issue task orders against IDIQs and Multiple Award Task Order Contracts (MATOCs) for various requirements for the Fort Worth District's customers
- Prepare contract documentation for sole source procurements
- Continually assist other Contract Specialists in the performance of their duties as needed
- Set up contractual obligations (financial) in the Corps' financial management system (CEFMS)
- Issued RFQ's and RFP's through electronic systems, FedBizOpps
- Issued multiple modifications to contract and task orders including deobligations and terminations
- Attend bid openings
- Able to use Standard Procurement Systems (SPS) to write all contract actions
- Prepare and issue Ordering Officer and COR appointment letters
- Attend negotiations along with the project manager
- Prepare and issue post award documents such as processing bonds and NTP's
- Able to prepare and maintain official contract files with documents properly filed and tabbed
- Provide continual customer service to fulfill customers' requirements in a timely manner while keeping all team members apprised of project status

Over twenty years of broad-based experience within the financial institution industry. Extensive experience with responsibility in the areas of Automated Clearing House (ACH), customer payroll processing, bookkeeping/accounting operations and ATM/Debit/Credit/Gift Card processing.

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March 1986 – September 2007

(b) (6)

, (40 Hours per Week) April 1997 – September 2007

- Five direct reports including a Manager and ten indirect reports
- Responsible for the daily operations of the department including ACH, customer payroll and check return item processing; process, post and balance payments and deposits to customer accounts and general ledgers; ATM/Debit/Credit card issuance, processing, balancing,

discrepancies and maintenance; gift card maintenance; general ledger and account reconcilements; research discrepancies and correspond with customers; process, verify, post, and quarterly/annual audits; prepared end of month reports; and various other accounting duties

- Scheduled, updated and verified employee timesheets through Kronos
- Assisted supervisor with budget forecasting for the Deposit Services Department
- Prepared and assisted supervisor with contract paperwork for various products and researched pricing for new and existing products and services
- Coordinated and assisted with training of Deposit Services personnel to meet present and future operational requirements
- Monitored, maintained and acted upon all personnel matters within the department including job performance evaluations, goal setting and disciplinary action when necessary
- Maintained the security and confidentiality of pertinent information and records

(b) (6), (40 Hours per Week) August 1996 – April 1997

- Direct reports included two Accounting – Member Services Representatives
- Interfaced and assisted other credit union departments in problem resolution as they related to Automated Clearing House (ACH) and Member Payroll
- Monitored, maintained and acted upon all personnel matters within the department including job performance evaluations, goal setting and disciplinary action when necessary
- Coordinated and assisted with training of Accounting – Member Services personnel to meet present and future operational requirements
- Supervised accounting controls and procedures
- Knowledgeable of all applicable rules and regulations related in the specialty area of Automated Clearing House (ACH) including processing and balancing ACH and exception payrolls.
- Reconciled miscellaneous general ledger accounts
- Supervised the review of all departmental daily reports and exceptions
- Supervised the research and resolution of discrepancies and adjustments
- Maintained the security and confidentiality of pertinent information and records

(b) (6), (40 Hours per Week) April 1987 – August 1996

- Managed all aspects of payroll activities for over three hundred sponsor companies
- Processed and posted all Automated Clearing House (ACH) and member payroll transactions and balanced general ledger accounts that pertained to ACH and member payroll
- Prepared general ledger entries and end of month reconciliations

(b) (6), (40 Hours per Week) March 1986 – April 1987

- Assisted members, via phone, with various account questions
- Processed forms and researched member account discrepancies
- Posted member payments/deposits to accounts

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Achievements/Honors/Awards

- Deputy Commanding General 2-star coin for the Trinity River Project – March 2013
- On the Spot Cash Award - Trinity River Project – October 2012
- Level II Certification – July 2011
- Level I Certification – Sept 2010
- Cash Award from Three Rivers Region – March 2010
- Service Excellence Award - 2003
- Accredited Automated Clearing House Professional (AAP) Certification - October 1996
- Employee of the Quarter, 4th Quarter 1994

Computer Skills: Proficient in Microsoft Office 2003/2007 (Word, Excel and Outlook), Standard Procurement System (PD2), US Army Corps of Engineers Financial Management System (CEFMS), Paperless Contract Files (PCF)